



VACANCY ANNOUNCEMENT

The Department of Health has a career opportunity for qualified candidates for the following position:

Title Program Manager Health/Human Services [Classified Competitive]			Salary &32 \$94,215.26 - \$134,655.77
Posting Number 211-22	Position Number 950461	Number of Positions 1	Posting Period * From: 03/03/2022 To: 03/17/2022
Location: Division of Management and Administration Office of Health Care Financing 55 North Willow Street, Trenton, NJ 08618			Scope of Eligibility/Open to: All Departments/State Employees
GENERAL DESCRIPTION			
<p>Under the general direction of the Executive Director, Office of Health Care Financing (OHCF), the incumbent will possess a wide-range of knowledge, skills, and abilities in the areas of program management and administration, program research and development, resource planning, fiscal analysis and budgeting, and staff oversight and management.</p> <p>Specifically, the incumbent is independently responsible for the oversight and management of various hospital and other facility (e.g., Ambulatory Care Facilities) assessment calculations and collections, as well as all associated audits and appeals, inclusive of analyzing all statutes and regulations pertaining to various hospital assessment calculations, including but not limited to: Section 8:31B-3.67 assessment for general hospitals and specialty heart hospitals (known as the 0.53 percent assessment); Section 8:31B-3.66 assessment for general hospitals, specialty heart hospitals, rehabilitation hospitals, and long-term acute care hospitals (LTACHs) (known as the \$10 adjusted admission assessment); and (3) Section 8:31A et seq. for Ambulatory Care Facilities (ACFs) (known as the 2.95% assessment).</p> <p>The incumbent is also responsible for developing and analyzing OHCF's policies and procedures relative to calculating and collecting various hospital and other facility assessment fees, as well as all associated audits and appeals, to both ensure as well as maximize operational effectiveness and overall efficiencies. Similarly, the incument is responsible for developing and providing recommendations on best practices for hospital and other facility assessment calculation and collection, which includes but is not limited to developing and implementing strategies for distributing reminder/late notices to hospitals and other facilities delinquent in paying various assessments as well as establishing and following-up on hospital and other facility payment plans.</p> <p>The incument is also responsible for developing expenditure and other related reports that can be used for budgetary planning and to help identify areas of unnecessary expense/potential increased revenue. Provides supervision and recommendations relative to hospital and other facility assessment budget development to address problem areas, implement administrative improvements/operational changes, and ensure all hospital assessment calculations and collections are in accordance with OHCF and Department budget projections.</p> <p>The incument also acts as liaison with fiscal and budgetary staff both within the Department as well as at the Office of Management and Budget (OMB)/Treasury relative to issues involving hospital and other facilities assessments, calculations, and collections. In addition, the incument provides written updates and reports to OHCF and Department leadership relative to various hospital assessment calculations and collections, as well as associated audits and appeals, including monitoring trends and developing projections, as well as oversees and responds to inquiries, both via phone and email, from hospitals and other stakeholders relative to various hospital assessments.</p> <p>Finally, the incumbent supervises and analyzes the performance and conduct on all subordinate staff, both relative to assessments as well as other OHCF areas of responsibility, to ensure accuracy and efficiency on work assignments as well as all other related personnel actions, as well as performs other duties as assigned.</p>			
REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)			

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.

EXPERIENCE: Five (5) years of experience in any of the following areas: program management and administration, program research and development, resource planning, and budgeting and staffing, two (2) years which shall have been in a supervisory capacity.

NOTE: Applicants who do not possess the required education may substitute additional experience on a year-for-year basis with thirty (30) semester hours being equal to one (1) year of experience..

NOTE: A Master's degree in Public Health, Public Administration, Business Administration, or a related health area may be substituted for one (1) year of nonsupervisory experience.

LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

IMPORTANT FILING INSTRUCTIONS

If interested in this position, you can reply in one of two ways:

- Forward the required documents electronically to:
PSTMA@doh.nj.gov
- Mail the required documents to:
Kevin Jennings, Supervising Mgt. Impr. Specialist
Management and Administration
Reference Posting #211-22
New Jersey Department of Health
PO Box 360
Trenton, NJ 08625-0360

Required documents:

- cover letter
- resume
- completed application, found at:
<http://www.nj.gov/health/forms/dpf-663.pdf>

** Responses received after the closing date MAY be considered if the position is not filled.*

- *Newly hired employees must agree to a thorough background check that will include fingerprinting.*
- *If you are a candidate for a position in our Public Health and Environmental Laboratories, you may be subject to pre- and /or post-employment alcohol and drug testing.*
- *If you are a candidate for a position that involves direct client care in one of the State facilities/programs, you may be subject to pre- and/or post-employment drug testing/screening. The cost of any pre-employment testing will be at the candidate's expense. Candidates with a positive drug test result, or those who refuse to be tested and/or cooperate with the testing requirement, will not be hired.*
- *In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.*
- *In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.*
- **The New Jersey Department of Health is an Equal Opportunity Employer.**
- **RESUME NOTE:** Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.